

**U.S. DEPARTMENT OF ENERGY  
AND  
NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA)  
*LEGIS Congressional Fellows Program*  
Administered by The Brookings Institution**

<b>Objective:</b>	The LEGIS Congressional Fellowship is an ideal opportunity for emerging leaders at federal agencies. The goal of this program is to develop executives who have in-depth knowledge of the legislative process and who understand trends in the legislative environment. LEGIS Congressional Fellows experience firsthand the procedures and politics of Congress. As a result, they learn to plan, to manage, and to lead the legislative objectives of DOE more effectively.
<b>Eligibility:</b>	Nominees must be at the GS-13 or equivalent and must have at least two years of service in the executive branch.  NNSA Employees: Grade Equivalency for Pay Band Levels is at <a href="http://scweb.na.gov/training/CareerDev.shtm">http://scweb.na.gov/training/CareerDev.shtm</a>
<b>Program Overview:</b>	<p>The LEGIS Congressional Fellowship is an exceptional learning and development opportunity available to a select group of government executives who have the demonstrated capacity to be effective and superior leaders. Nominees accepted for a fellowship will gain direct and personal experience in the processes and politics of Congress during seven or twelve month assignments on Capitol Hill, working in the office of a Member of Congress or serving on the staff of a congressional committee. Duties are substantive and wide ranging. They may include, but are not limited to: drafting legislation, briefing members of Congress, serving as a constituent liaison, planning and participating in committee hearings, and more.</p> <p>As a participant in this program, you will develop superior strategic planning skills, new leadership capabilities, and rare political acumen. You will gain in-depth knowledge of the policymaking process and will build a strategic and competitive advantage for DOE when you take home your newly developed understanding of the legislative world.</p>
<b>Components:</b>	<p>Each fellowship period begins with an intensive two-week orientation to the operations and organization of Congress conducted by Brookings staff and experts on congressional affairs. This orientation prepares Fellows for their Capitol Hill assignments by providing information and instruction on topics such as: the legislative and budget process; the committee system; executive-congressional relations; and keys to being an effective congressional staff member.</p> <p>Over the course of the program, Fellows' work will be substantive and wide-ranging, and may include drafting legislation, briefing Members of Congress for votes, participating in committee hearings, or interacting with constituents, businesses, trade associations, lobbyists or public interest groups.</p> <p>During their assignment, Fellows learn how to effectively manage and lead legislative objectives for their Member or committee, and gain exposure to U.S. domestic and international policy debates. This experience will enhance Fellows' understanding of the role of the media, lobbyists, associations, and corporations, and will also allow them to develop a network of contacts, including national policymakers, opinion leaders, federal managers and public and private sector organizations. The full-time assignment (<b>for seven or twelve months</b>) will be on the staff of a member of Congress or a congressional committee in Washington, D.C.</p>
<b>Cost:</b>	Tuition is \$4,350 for each seven-month session, \$5,900 for a full-year session and is the responsibility of the participant's organization, as are travel and per diem expenses. Fellows may be asked to travel to the district or state of the host member to carry out work in connection with the assignment phase of the program. Funding for such travel must be provided by the Fellow's organization. Travel costs will vary based on the participant's physical location as well as the host member's state.
<b>Program Cycle:</b>	Twelve-month session runs from January 5, 2009 to December 11, 2009; seven month sessions run from January 5, 2009 to August 7, 2009 ( <b>winter</b> ) or April 20, 2009 to December 11, 2009 ( <b>spring</b> ).
<b>Continued Service Agreement:</b>	Successful applicants must sign a <a href="#">continued service agreement</a> to participate in this program. The form is available on the ETS web site via the link above, and should be included with the

	nomination package.
<b>Nomination Procedure:</b>  <b>(Please note procedures are different for NNSA employees)</b>	<p><b>DOE Employees: Step 1:</b> Each package <b>must</b> be coordinated through his or her training <a href="#">liaison/coordinator</a> as well as your supervisor. <b>Step 2:</b> When coordinated and approved by your organization, complete a nomination package; it must include a one-page cover letter, resume, an assessment/recommendation by your supervisor, a statement by you and a LEGIS Congressional Fellowship <a href="#">application</a>. Detailed information can be found on the Brookings <a href="#">website</a> under nomination procedures. <b>Step 3:</b> For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in <b>Course #001568, Session #0003</b> for the twelve-month session; <b>Session #0004</b> for the seven-month winter session; or <b>Session #0005</b> for the seven-month spring session. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. <b>Step 4:</b> Submit nomination materials to Sandra Merrill, Career Development Specialist, HC-21 via email, <a href="mailto:Sandra.merrill@hq.doe.gov">Sandra.merrill@hq.doe.gov</a> or fax (505) 245-2113.</p> <p><b>NNSA Employees:</b> Nomination procedures for NNSA employees are at <a href="http://scweb.na.gov/training/CareerDev.shtm">http://scweb.na.gov/training/CareerDev.shtm</a>. NNSA employees must follow these procedures and meet the NNSA specific timelines in order to be considered for this career development opportunity. Failure to follow these procedures may result in elimination. Applications received after the NNSA closing date will not be accepted.</p>
<b>Points of Contact:</b>	<p><b>DOE:</b> Sandra Merrill, Career Development Specialist, (505) 245-2112 or <a href="mailto:sandra.merrill@hq.doe.gov">sandra.merrill@hq.doe.gov</a>. Karen Lerma, Corporate Training Officer, Office of Human Capital Management Innovations and Solutions, Enterprise Training Services at (202) 631-9940 or <a href="mailto:karen.lerma@hq.doe.gov">karen.lerma@hq.doe.gov</a>.</p> <p><b>NNSA:</b> Patricia Patt, Career Development Specialist, NNSA Service Center, LCDD, (505) 845-4489 or <a href="mailto:ppatt@doeal.gov">ppatt@doeal.gov</a></p>
<b>Nomination Due Date:</b>	<p><b>Due Dates:</b></p> <p><b>DOE Applicants: September 30, 2008</b></p> <p><b>NNSA Applicants: September 5, 2008</b></p>
<b>Cancellation Policy:</b>	<p>If a selected candidate has to cancel, please contact your Program Coordinator immediately so that we can work with your organization to help find a substitute. If a substitute cannot be found, credits may be applied towards another program with a start date within 12 months from the date the cancellation notice is received. If the cancellation and/or request to transfer are submitted less than 30 days prior to the start of the program, tuition must be paid in full.</p>
<b>Additional Information:</b>	<p>More detailed information on the program is available on the Brookings Institution website: <a href="http://www.brookings.edu/execed/programs/legisfellowship_govt.aspx">http://www.brookings.edu/execed/programs/legisfellowship_govt.aspx</a></p>